



FAQ Number: 1407

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Question: I recently received an e-mail from DHS informing me that my Top-Screen appears to be inactive because it was begun over 60 days ago and has still not been submitted. What should I do?

Answer:

First, access your account at <https://csat.dhs.gov/csat> and check your list of Top-Screens. If you have a Top Screen with a status of New, In Progress, or In Review, you need to check through that Top Screen and take the appropriate action to complete and submit it. Only Top Screens with a status of Submitted have been received by DHS.

If the facility is required to file a Top-Screen under the CFATS regulation, check the status of the listed Top-Screens for that facility within 30 days from the receipt of the email notifying you of the inactive Top Screen. If the status says "In Review," the facility's Submitter should review that Top-Screen, confirm that the Top-Screen has been reviewed and completed properly, and then press "Submit" to submit the completed Top-Screen to DHS by the applicable deadline. If that deadline has passed, please complete and submit the Top-Screen as soon as possible within 30 days from receipt of the email referenced above.

If you have an inactive or incomplete Top-Screen for a facility that you have determined is not required to submit a Top-Screen under the CFATS regulations, you do not need to do anything further. DHS will remove your inactive Top Screen from the system within 30 days from the receipt of the email informing you of your inactive Top-Screen.

If you are a Preparer and you have not submitted your completed Top-Screen because of system difficulties or difficulties gathering information, please complete your Top-Screen within the applicable deadline. If that deadline has already passed, please complete and submit the Top-Screen as soon as possible.

If you have multiple registrations and usernames, be sure to log into all accounts to check for inactive Top-Screens. This would also be a good time to consolidate all of your accounts under one username using CSAT's "Manage My Account" utility at <https://csat.dhs.gov/csat>.

Please be sure to print a copy of your Top-Screen before submission.

Note that these e-mails are being sent to registered CSAT Preparers and Submitters, who are responsible for compliance with the CFATS Top-Screen submission requirement. These users and these users only can complete and submit the Top-Screen. If Preparers or Submitters wish to transfer their roles to another facility employee, they should do so through the "Transfer Roles" utility using the CSAT "Manage My Account" function.